

# Defense Supply Center Philadelphia



## Readiness Electronic Catalog (ECAT) Training Guide

# Change

Date	Section/ Page	Change
29-Jan-03	Pg. 2	Change Log added.
29-Jan-03	4.1 / Pg. 30	Added page to explain AACD preferred product of choice items.
29-Jan-03	5.5 / Pg. 46, 47	Updated to explain automation of Serial Number generation.
29-Jan-03	5.7 / Pg. 50,51	Updated to explain inclusion of both NSN and Commercial Product information on the Order Summary Page.
29-Jan-03	5.7 / Pg. 52	Added to explain Unit of Measure conversion.
11-Jun-03	3.6.1/ Pg. 26	Updated screen shot and text to more accurately explain this function.
11-Jun-03	3.6.2/ Pg. 27	Page deleted as a result of more accurately explaining the function of page 26. This action also changed 3.6.1 to 3.6.
11-Jun-03	4.4.2/ Pg. 38	Updated screen shots and added text to explain the addition of the User Ship To drop- down box.
11-Jun-03	5.5/ Pg. 45	Updated screen shot to reflect deletion of Save button.
11-Jun-03	5.5/ Pg. 47	Updated screen shot to reflect deletion of Save button.

# Table of Contents

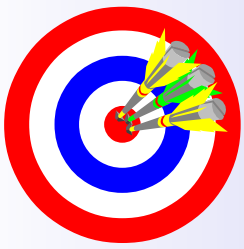
**Lesson 1** Accessing Readiness ECAT.....  
.....4\_\_

**Lesson 2** Using the Product Search  
Feature.....10

**Lesson 3** Managing the Reorder  
List.....16

**Lesson 4** Managing the Cart.....  
.....28

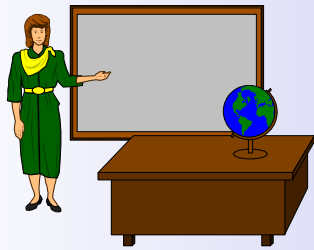
**Lesson 5** Making the Purchase.....  
.....41



# **Lesson 1 - Accessing Readiness ECAT Objectives**

**At the conclusion of this lesson, you will be able to:**

- Access the ECAT homepage
- Log in to Readiness ECAT



# Lesson 1 - Accessing Readiness ECAT

## BEFORE YOU BEGIN

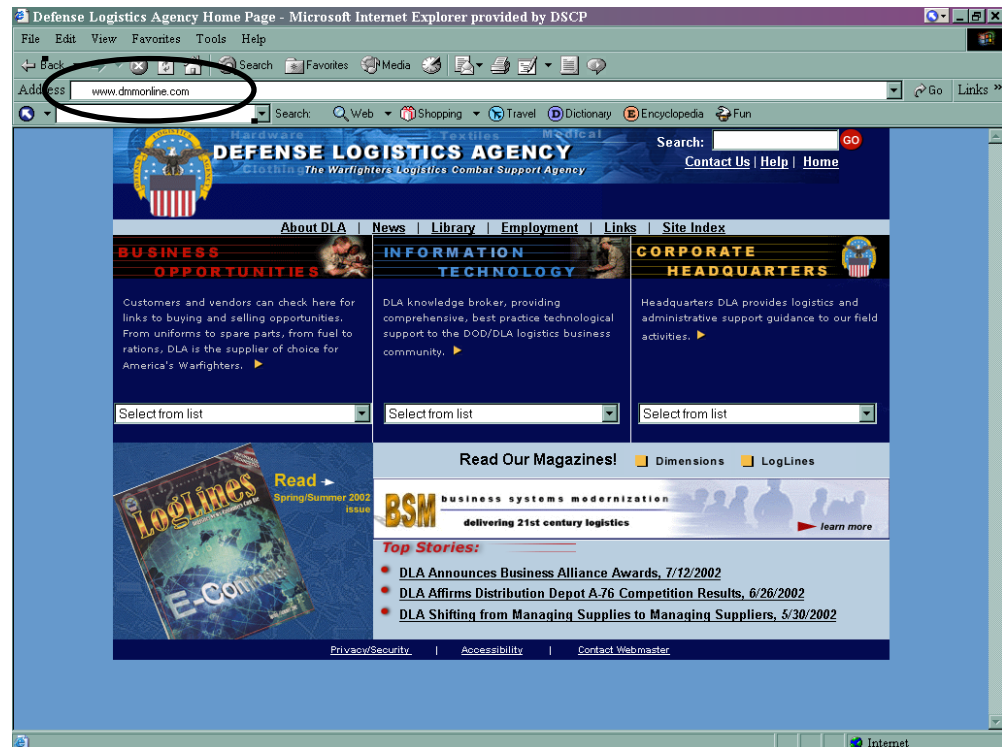
*You must set your computer's browser options to run ECAT properly in either Netscape Navigator or Microsoft Internet Explorer.*

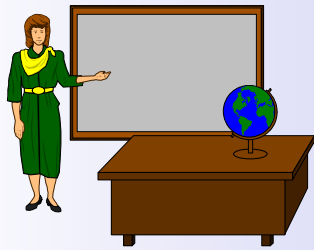
*ECAT can be accessed using Netscape Navigator 4.x or Microsoft 5.x or higher. It is highly recommended that the latest browser version be used. Please refer to **Appendix A** for setup instructions specific to your Internet browser.*

*You must also have an ECAT account established, with a logon and password assigned.*

## 1.1 Enter the ECAT web address

To access the application, launch your chosen browser and type in the URL [www.dmmonline.com](http://www.dmmonline.com).



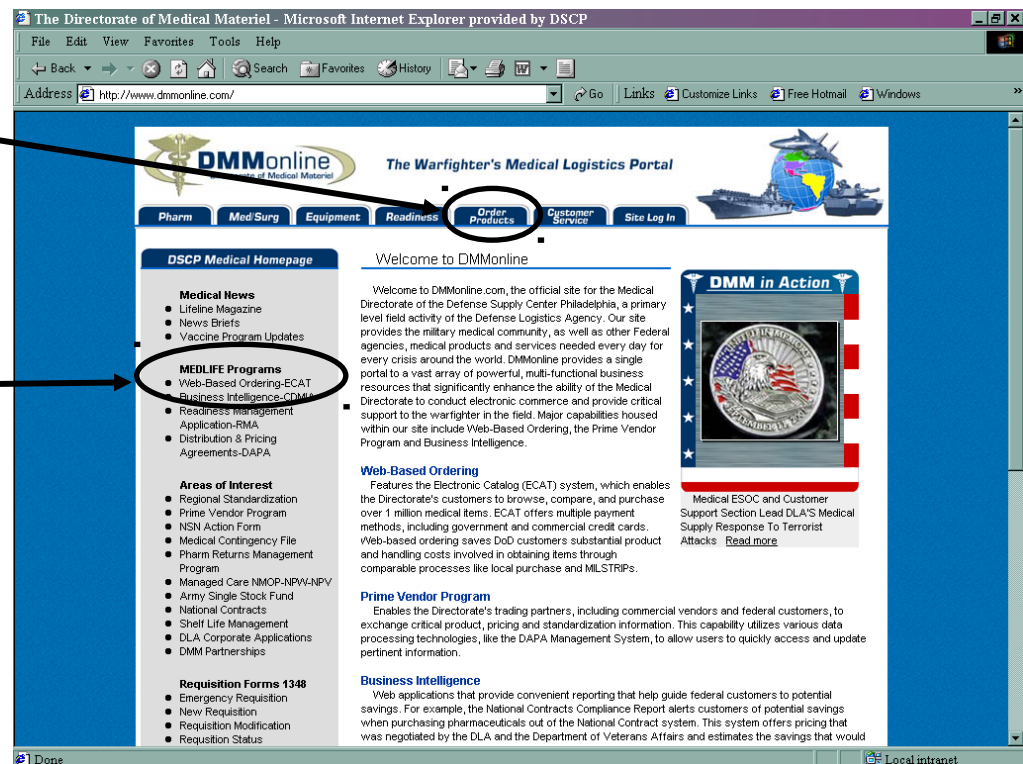


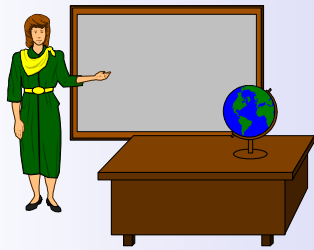
# Lesson 1 - Accessing Readiness ECAT

This brings you to the *DMMonline.com* homepage. Here, under MEDLIFE Programs, select **Web-Based Ordering-ECAT** or click the **Order Products** tab at the top of the page. This will bring you to the Web-Based Ordering Homepage.

**Order Products  
Tab**

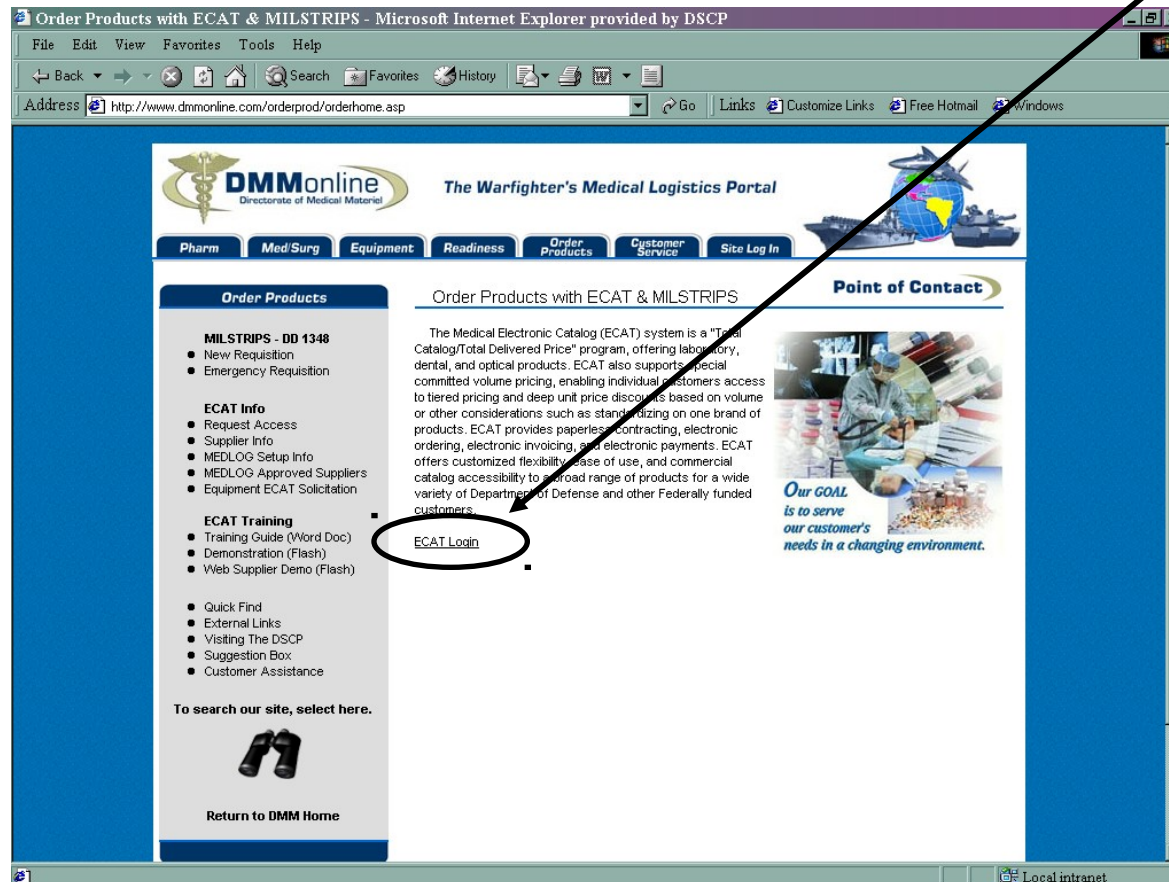
**Web-based  
Ordering link**

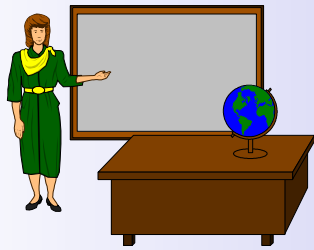




# Lesson 1 - Accessing Readiness ECAT

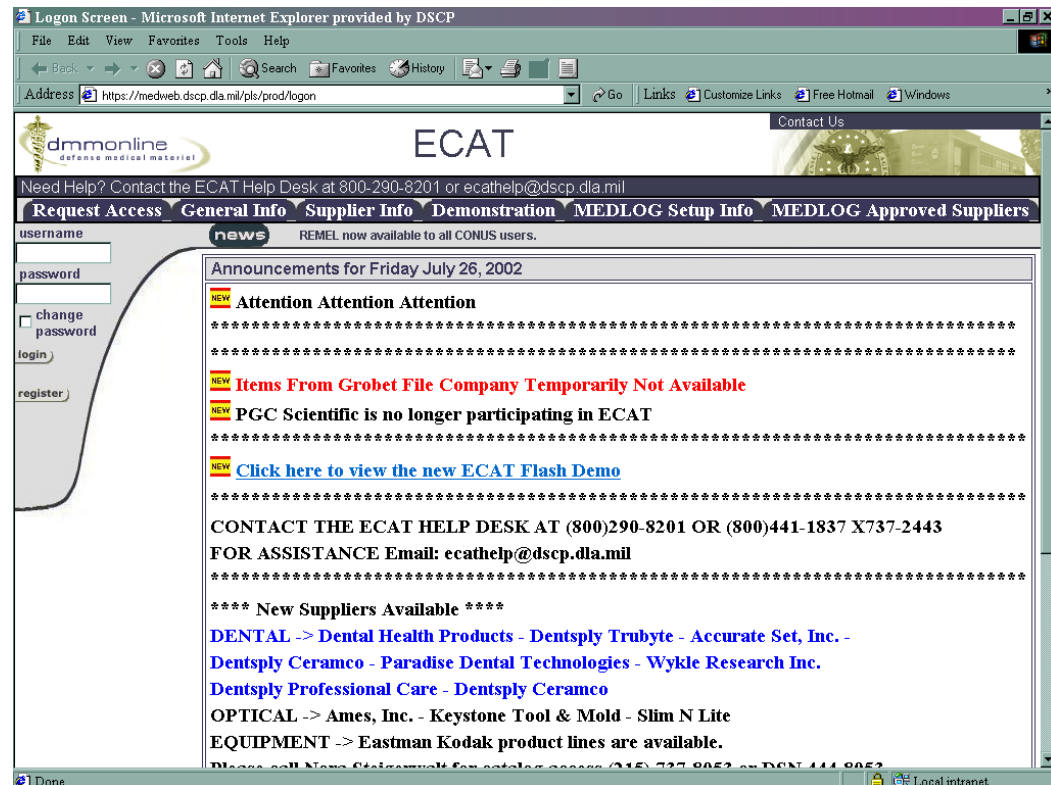
Once on the Web-Based Ordering homepage, click on **ECAT Login** and the ECAT homepage will open.



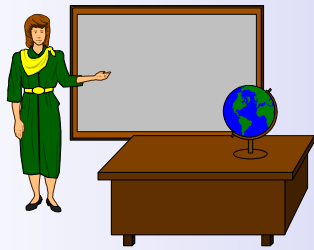


# Lesson 1 - Accessing Readiness ECAT

On this page is an **Announcements** section which is updated as needed. You may bookmark this page to make it easier to access the system in the future.







# Lesson 1 - Accessing Readiness ECAT

## 1.2 Log in

To log in to the application, enter your **Username** and **Password** in the appropriate boxes and click the **Login** button. Please note that these textboxes are case sensitive. This action will bring you to the **Readiness Product Search** page.

Enter your **Username** and **Password** and click the Login button.



*You can change your password at any time by clicking on the **Change Password** box and following the directions.*

dmmonline defense medical materiel

ECAT

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

[Request Access](#) [General Info](#) [Supplier Info](#) [Demonstration](#) [MEDLOG Setup Info](#) [MEDLOG Approved Suppliers](#)

username

password

☐ change password

[login](#)

[register](#)

REMEDI now available in all COMUS users.

Announcements for Friday July 26, 2002

**NEW** Attention Attention Attention

\*\*\*\*\*

**NEW** Items From Grobet File Company Temporarily Not Available

**NEW** PGC Scientific is no longer participating in ECAT

\*\*\*\*\*

**NEW** [Click here to view the new ECAT Flash Demo](#)

\*\*\*\*\*

CONTACT THE ECAT HELP DESK AT (800)290-8201 OR (800)441-1837 X737-2443  
FOR ASSISTANCE Email: ecathelp@dscp.dla.mil

\*\*\*\*\*

\*\*\*\* New Suppliers Available \*\*\*\*

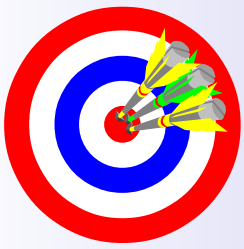
DENTAL -> Dental Health Products - Dentsply Trubyte - Accurate Set, Inc. -  
Dentsply Ceramco - Paradise Dental Technologies - Wykle Research Inc.  
Dentsply Professional Care - Dentsply Ceramco

OPTICAL -> Ames, Inc. - Keystone Tool & Mold - Slim N Lite

EQUIPMENT -> Eastman Kodak product lines are available.

Please call Norma Steigewalt for catalog access (315) 737-8853 or DSN 441-8853

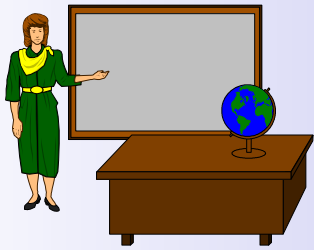
Local intranet



## **Lesson 2 - Using the Product Search Feature Objectives**

**At the conclusion of this lesson, you will be able to:**

- Define the Product Search feature
- Search for products and product information in the Readiness ECAT database



# Lesson 2 - Using the Product Search Feature

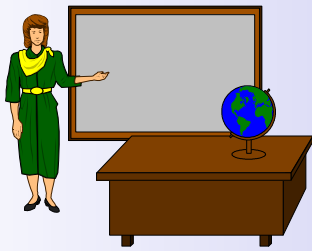
## 2.1 What is the Product Search feature?

The **Product Search** feature is a method of searching for the products you are looking for in the Readiness ECAT database.

In order to search for a product, enter the product's National Stock Number (**NSN**) in the NSN text box.

The **Owner** drop-down box allows you to direct your search toward DSCP (default) or Service owned products.

Click the **Execute Search** button or press the **Enter** key



# Lesson 2 - Using the Product Search Feature

## 2.2 Search Results

The results of your search will be displayed to include NSN, Product Name, Owner, Time Period, Unit of Issue and Unit Package Quantity.

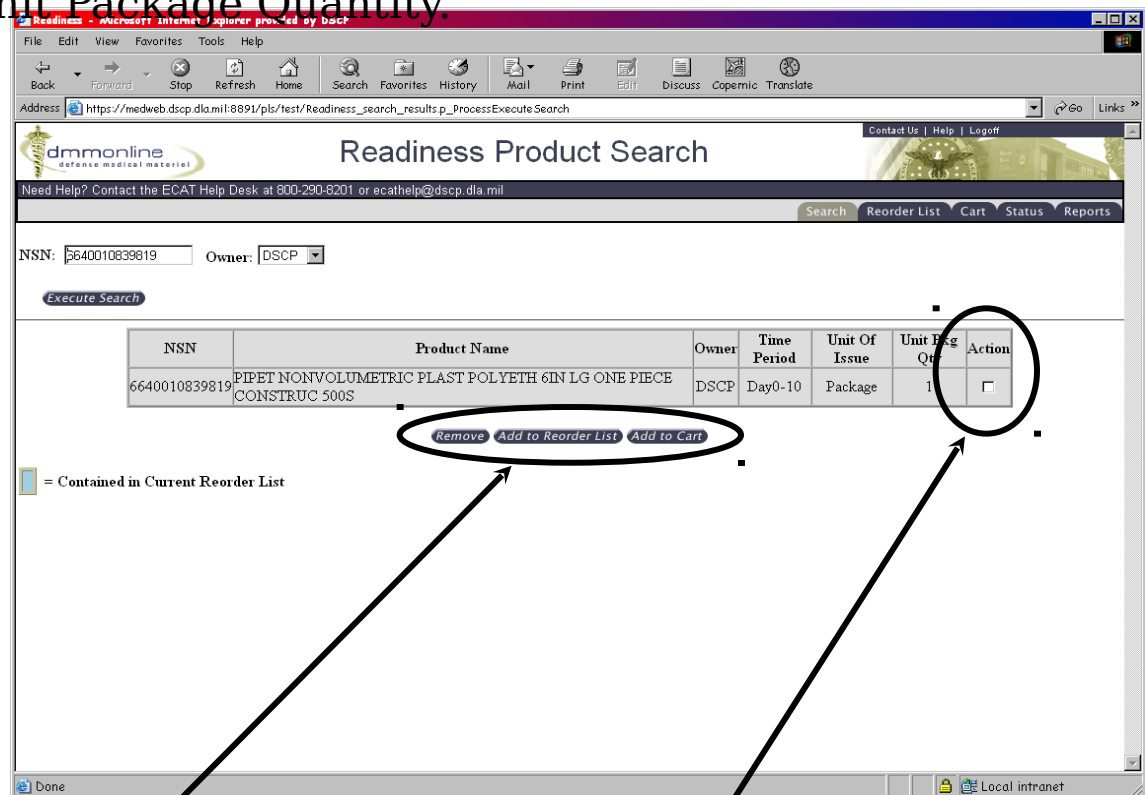
➤ To remove the item from the Readiness Product Search screen click the **Action** box, then click the **Remove** button.

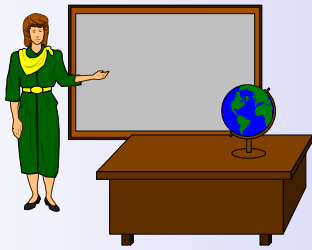
➤ You can also add the item to your **Reorder List** or **Cart** by clicking the **Action** box and then clicking on the appropriate button.

➤ The **NSN** you entered remains in the NSN text box. To search for another NSN double-click in the NSN text box, enter the NSN, and execute the search.

**Remove, Add to Reorder List and Add to Cart buttons**

**Action Box**





## Lesson 2 - Using the Product Search Feature

You will build a list of products on the Readiness Product Search page as you continue to search for items. These items will stay on the page even after adding them to the Cart or a Reorder List unless you remove them or log off. The items on your Readiness Product Search page will be displayed in ascending order by NSN.

Readiness - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil:8891/pls/test/Readiness\_search\_results.p\_ProcessExecuteSearch

dmmonline  
defense medical material

Readiness Product Search

Contact Us | Help | Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status Reports

NSN: 6640006180066 Owner: DSCP

Execute Search

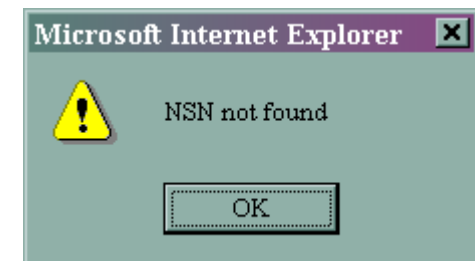
NSN	Product Name	Owner	Time Period	Unit Of Issue	Unit Pkg Qty	Action
6640006180066	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ	DSCP	Day0-10	Package	1	<input type="checkbox"/>
6640010839819	PIPET NONVOLUMETRIC PLAST POLYETH 6IN LG ONE PIECE CONSTRUC 500S	DSCP	Day0-10	Package	1	<input type="checkbox"/>

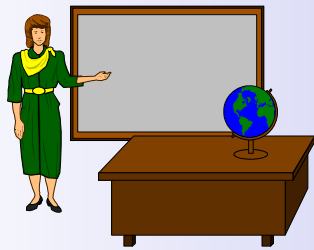
Select All Remove Add to Reorder List Add to Cart

= Contained in Current Reorder List

Done Local intranet

If the '**NSN not found**' pop-up box appears after you execute your search, check the **NSN** you entered and the **Owner** you chose.





# Lesson 2 - Using the Product Search Feature

## 2.3 Using the Wildcard Feature

When conducting a product search, you can utilize the Readiness ECAT **wildcard** feature by entering the leading characters of an NSN in the **NSN text box** and adding an **asterisk (\*)** at the end of your entry. Your result set will include all NSNs matching the series you entered.

Please keep in mind that exercising the wildcard feature could result in a very large result set, causing a delay in your results being displayed.

Microsoft Internet Explorer provided by DSCP

Address: [https://medweb.dscp.dla.mil/8891/pls/test/Readiness\\_search\\_results.p\\_ProcessExecuteSearch](https://medweb.dscp.dla.mil/8891/pls/test/Readiness_search_results.p_ProcessExecuteSearch)

dmmonline defense medical materiel

### Readiness Product Search

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil)

Search Reorder List Cart Status Admin Options

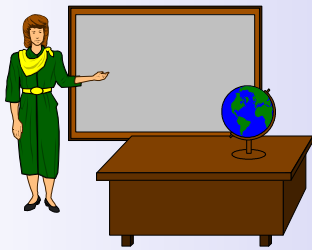
NSN:  Owner:

Products 1-20 out of 353

NSN	Product Name	Owner	Time Period	Unit Of Issue	Unit Pkg Qty	Action
6515000423850	TUBE CONNECTING URINARY DRAINAGE PEZZER E3 PLAS DISP 9/32 IN 50S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000431730	BLADE SURG KNIFE DET NO. 10 SMALL TANG CRS U/W 3 3L 7 9 HANDLE 6S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000431734	BLADE SURGICAL KNIFE DETACHABLE NO. 15 CRS 6S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000431739	BLADE SURG KNIFE DETACHABLE NO. 10 SMALL TANG U/W 3 7 9 HDL 150S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000431780	BLADE SURG KNIFE DET NO. 12 SM TANG U/W 3 3L 7 9 HANDLE CRS 150S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000448799	SUTURE NONABS SZ 4-0 1.50' LG C3 RVS CUTTING EDGE MONO BLACK 12S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000511950	GLOVE GENERAL PURPOSE MEDIUM SIZE PLASTIC NONSTERILE DISP 100S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000547444	SUTURE NONABS SZ 3-0 2.50' LG B2 3/8 CIRCLE BLACK MONO STER 36S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000547446	SUTURE ABS SURG SZ 2-0 2.25' LG GUT SGL ARMED TREATED STER 36S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000547451	SUTURE NONABS UNARMED SZ 1 10 2.50' STRANDS SILK BR ORDER BY 1S	DSCP	Day11+	Dozen	1	<input type="checkbox"/>
6515000678243	SUTURE NONABS SZ 3-0 17 1.5' LG UNARMED SILK BLACK BR STERILE36S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000678244	SUTURE NONABS SZ 2-0 1.50' LG SILK UNARMED BLACK BRAIDED STER36S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515000684898	N/A	DSCP	Day11+	N/A	N/A	<input type="checkbox"/>
6515000685028	AIRWAY PHARYNGEAL BERMAN PLASTIC INFANT SIZE 43MM LG DISP 12S	DSCP	Day11+	Box	1	<input type="checkbox"/>
6515000800090	FORCEPS HEMO CRILE 5.5' LG 1 25-1.312" JAW LG STRAIGHT JAWBOX LOCK	DSCP	Day11+	Each	1	<input type="checkbox"/>
6515000993246	CATHETER URETHRAL ROB-NEL B1 STR 12FR HOLLOW ROUND TIP RBBR 100S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515001017610	N/A	DSCP	Day11+	N/A	N/A	<input type="checkbox"/>

Next Select All Remove Add to Reorder Add to Cart Clear Search

☐ = Contained in Current Reorder List



# Lesson 2 - Using the Product Search Feature

When a result set is larger than 20 items, the results will be presented in multiple pages of 20 items each. You can navigate between those pages by using the **Previous** and **Next** buttons. In the event that you want to remove items on a page, you can do so by clicking the **Action** box for those item(s) you want deleted, then click the **Remove** button.

You can remove all results on a page by clicking the **Select All** button followed by the **Remove** button. **Select All** will only select the items on the page you are viewing, all other items in your results set will remain.

**Previous, Next, Select All, and Remove buttons**

Readiness - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address [http://medweb.dscp.dla.mil/8891/pls/test/READINESS\\_SEARCH\\_RESULTS.p\\_GetItemsSelected](http://medweb.dscp.dla.mil/8891/pls/test/READINESS_SEARCH_RESULTS.p_GetItemsSelected) Go Links Customize Links Free Hotmail Windows

dmmonline defense medical material Readiness Product Search

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil)

Search Reorder List Cart Status Admin Options

NSN:  Owner:

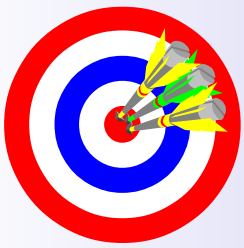
[Execute Search](#)

Products 21-40 out of 353

NSN	Product Name	Owner	Time Period	Unit Of Issue	Unit Pkg Qty	Action
6515001048299	N/A	DSCP	Day11+	N/A	N/A	<input type="checkbox"/>
6515001048390	NEEDLE BIOPSY 14GAX6" CANNULA 20MM SPECIMEN NOTCH NONADJ STERILE	DSCP	Day11+	Each	1	<input type="checkbox"/>
6515001048694	CATHETER URETHRAL FOLEY 16FR RD TIP 5CC BALLOON ADL RBRR DISP 12S	DSCP	Day11+	Box	1	<input type="checkbox"/>
6515001048696	CATHETER URETHRAL FOLEY 22FR ROUND TIP SILICONIZED RBRR DISP 12S	DSCP	Day11+	Box	1	<input type="checkbox"/>
6515001049006	CATHETER URETHRAL FOLEY 24FR ROUND TIP SILICONIZED RBRR DISP 12S	DSCP	Day11+	Box	1	<input type="checkbox"/>
6515001490316	TUBE STOMACH SURG SALEM E19 W/FUNNEL 16FR DBL LUMEN 48" LG 50S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515001491103	SNARE TONSIL TYDING DESIGN STRAIGHT 3"LG PIVOTED LEVER ACTION	DSCP	Day11+	Each	1	<input type="checkbox"/>
6515001491206	SYRINGE & NEEDLE HYPODERMIC DISPOSABLE 23GAGE 1IN NDL 3ML 100S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515001736338	SUTURE NONABS SURG NYLON MONOFILAMENT SZ 10-0 DBL ARMED 12S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515001872682	SUTURE NONABS PLAS SURG SZ 6-0 18" LG NEEDLE P-1 BLACK NYLON 36S	DSCP	Day11+	Package	1	<input type="checkbox"/>
6515001900361	N/A	DSCP	Day11+	N/A	N/A	<input type="checkbox"/>
6515001916516	N/A	DSCP	Day11+	N/A	N/A	<input type="checkbox"/>
6515001916592	SUTURE NONABS SKIN CLOSURE SZ 3-0 1 2.5' STRAND MONO BLACK 36S	DSCP	Day11+	Package	1	<input type="checkbox"/>

[Previous](#) [Next](#) [Select All](#) [Remove](#) [Add to Reorder List](#) [Add to Cart](#) [Clear Search](#)

☐ = Contained in Current Reorder List

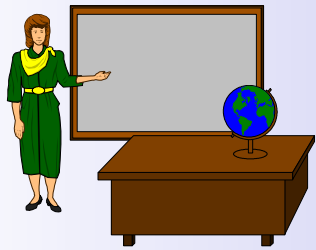


## **Lesson 3 - Managing the Reorder List Objectives**

**At the conclusion of this lesson, you will be able to:**

- Manage products on a Reorder List
- Control access to a Reorder List
- Update a Reorder List “In Review”



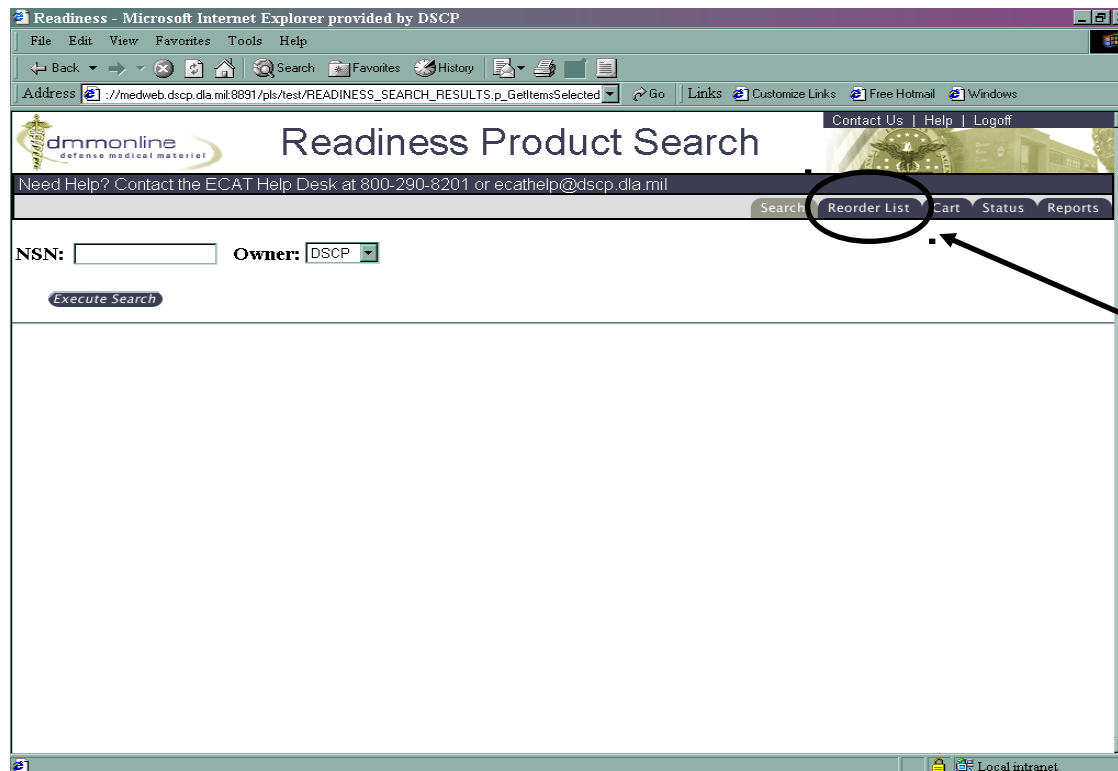


# Lesson 3 - Managing the Reorder List

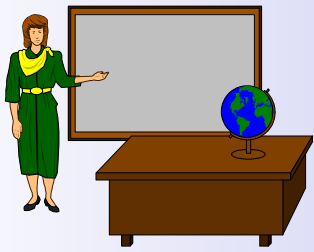
## 3.1 What is a Reorder

### List?

The Reorder List feature allows you to create lists of items from which orders can be placed. You can place an order for the entire Reorder List or select individual items from the list. You may also share your Reorder List with other users in your group. Using the Reorder List feature eliminates the need to search for an item each time you need to order it. Click the **Reorder List** tab to access this feature.



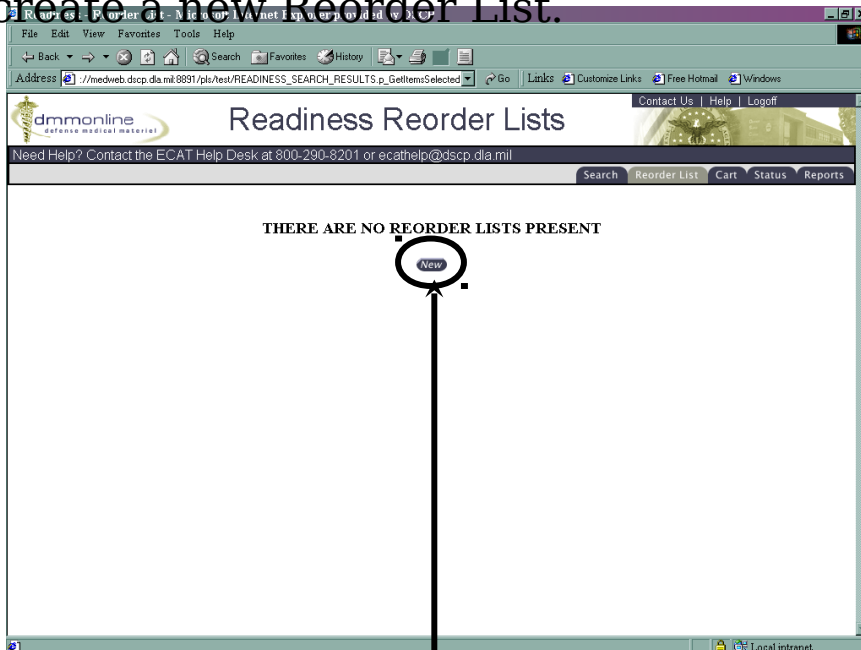
Reorder List ta



# Lesson 3 - Managing the Reorder List

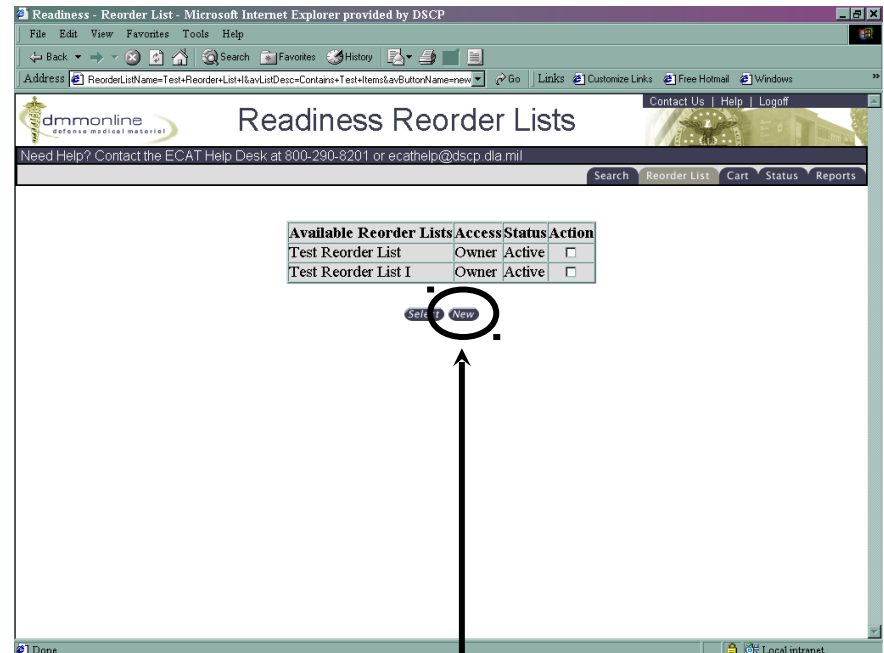
## 3.2 Create a new Reorder List

If you have never created a **Reorder List** before, the system will tell you that there are no Reorder Lists available and prompt you to create a new one. Click the **New** button to create a new Reorder List.

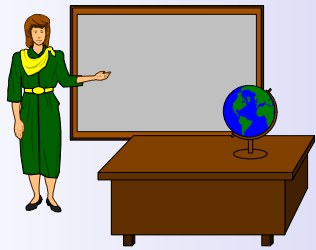


New button

If you have created previous **Reorder Lists**, the system displays all your available lists. Click the **New** button to create a new one.



New button



## Lesson 3 - Managing the Reorder List

When creating a new Reorder List, you will be required to name and describe the Reorder List that you are creating. Once you have done this, click on the **Add** button to finalize the creation of the new Reorder List. This will take you to the **Readiness Reorder Lists** page. From this page, you can choose to select an existing reorder list by clicking on the appropriate **Action** box, then clicking the **Select** button. You must select a Reorder List prior to using the **Add to Reorder List** button on the Readiness Product Search page.

New Reorder List

Reorder List Name:  
Test Reorder List I

Reorder List Description:  
Contains Test Items

Add Cancel

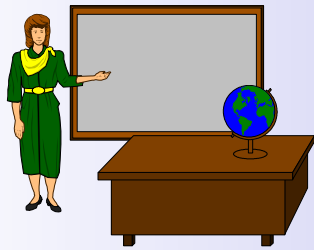
**Add and Cancel**  
buttons

Readiness - Reorder List - Microsoft Internet Explorer provided by DSCP

Readiness Reorder Lists

Available Reorder Lists	Access	Status	Action
Test Reorder List	Owner	Active	Select
Test Reorder List I	Owner	Active	Select

**Select and New**  
buttons



# Lesson 3 - Managing the Reorder List

## 3.3 Manage the products on a Reorder List

Click the **Reorder List** tab to select a Reorder List or create a new Reorder List as described in section 3.2.

### 3.3.1 Add, Select and Delete products

This section explains how to add products to the Readiness Reorder List, which can be done through the Readiness Product Search page.

➤ Click the **Action** box for the product you want to add to the Reorder List.

➤ Click the **Add to Reorder List** button.

When the item is added to the list, the product will be highlighted in blue.

Readiness - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil:8891/plc/test/READINESS\_SEARCH\_RESULTS.p\_GetItemsSelected

dmmonline  
Defense Medical Material

Readiness Product Search

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status Reports

NSN: 6640006180066 Owner: DSCP

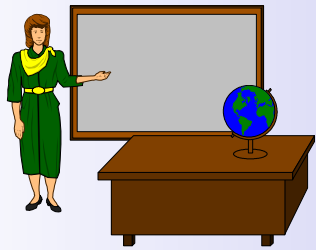
Execute Search

NSN	Product Name	Owner	Time Period	Unit of Issue	Qty	Action
6640006180066	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ	DSCP	Day0-10	Package	1	<input type="checkbox"/>
6640010839819	PIPET NONVOLUMETRIC PLAST POLYETH 6IN LG ONE PIECE CONSTRUCT 500S	DSCP	Day0-10	Package	1	<input type="checkbox"/>

Select All Remove Add to Reorder List Add to Cart

☐ = Contained in Current Reorder List

Local intranet



## Lesson 3 - Managing the Reorder List

If a Reorder List is selected, clicking on the **Reorder List** tab will display that Reorder List. Here, you will be able to enter a quantity in the **Quantity** field. Click the **Save** button to save changes to your list. To delete an item click on the **Action** check box, then click on the **Delete** button. To purchase an item from a Reorder List, click the appropriate **Action** check box, then click the **Add to Cart** button. When the item is added to the list, the product will be highlighted in blue. To select a different list, click on the **New List** button.

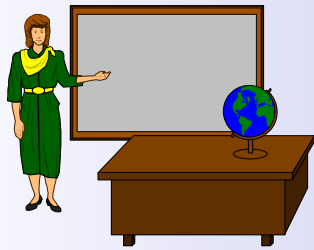
**Reorder List Name**

**Quantity field**

**New List button**

The screenshot shows the 'Readiness Reorder List' web application. The browser window title is 'Readiness - Reorder List - Microsoft Internet Explorer provided by DSCP'. The address bar shows 'https://medweb.dscp.dla.mil/8091/pls/test/readiness\_reorder\_p\_show\_all\_reorderlist'. The page has a header with 'Readiness Reorder List' and a navigation bar with 'Search', 'Reorder List', 'Cart', 'Status', and 'Reports'. Below the header, there is a 'Reorder List Name' field containing 'Test Reorder List'. A table lists items with columns: Quantity, NSN, Product Name, Owner, Un/restricted, Time Period, and Action. The first row shows a quantity of 0 for 'OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE'. Below the table is a 'Reorder List Description' field containing 'Contains Test Items'. At the bottom, there are buttons: 'New List', 'Access', 'Delete', 'Add to Cart', and 'Save'. Annotations with arrows point from the text labels to these specific elements: 'Reorder List Name' points to the text input field, 'Quantity field' points to the '0' in the first row of the table, and 'New List button' points to the 'New List' button.

Quantity	NSN	Product Name	Owner	Un/restricted	Time Period	Action
0	605013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE	DSCP	Restricted	Day0-10	<input type="checkbox"/>



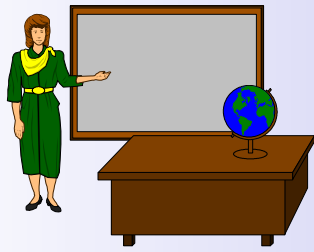
# Lesson 3 - Managing the Reorder List

## 3.4 Control access to a Reorder List

By default, only you can see your Reorder Lists when you access ECAT. Sometimes, though, you might want to let other users use your lists. To grant other users access to your Reorder Lists, click on the **Access** button on the Reorder List page. Select a user from the **Available Users** listbox, then click on the **Add** button to move the user to the **Current Users** listbox.

The first screenshot shows the 'Readiness Reorder List' page with the 'Access' button circled. The second screenshot shows the 'Available Users' listbox with 'ARMY COPY' selected and the 'Add >>' button circled. The third screenshot shows the 'Current Users' listbox with 'ARMY COPY' added and circled.

- **Access** button
- **Available Users** listbox
- **Add** button
- **Current Users** listbox



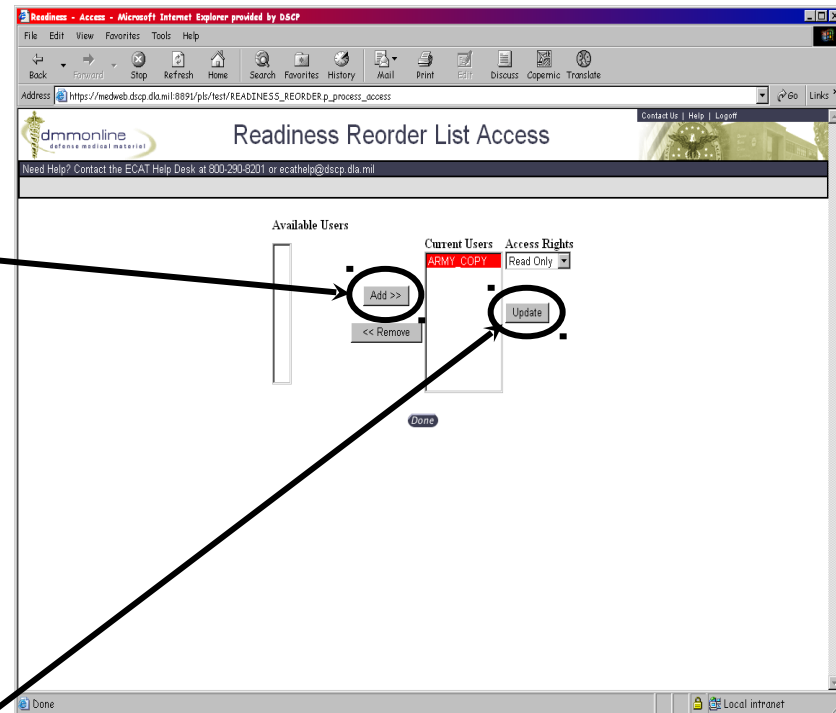
## Lesson 3 - Managing the Reorder List

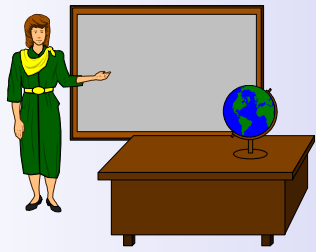
The Reorder List Access page gives you a lot of flexibility when you set the access rights to your Reorder Lists.

➤ You can add multiple users to your Access list by highlighting each user and clicking the **Add** button.

➤ You can grant different users different access rights on the same list by changing the option in the Access Rights listdown box for each user before clicking the **Add** button.

➤ You can change a Current User's access rights after he/she has been added by highlighting the user in the **Current User** box, changing the option in the **Access Rights** listdown box, and clicking the **Update** button.





# Lesson 3 - Managing the Reorder List

## 3.5.1 Types of

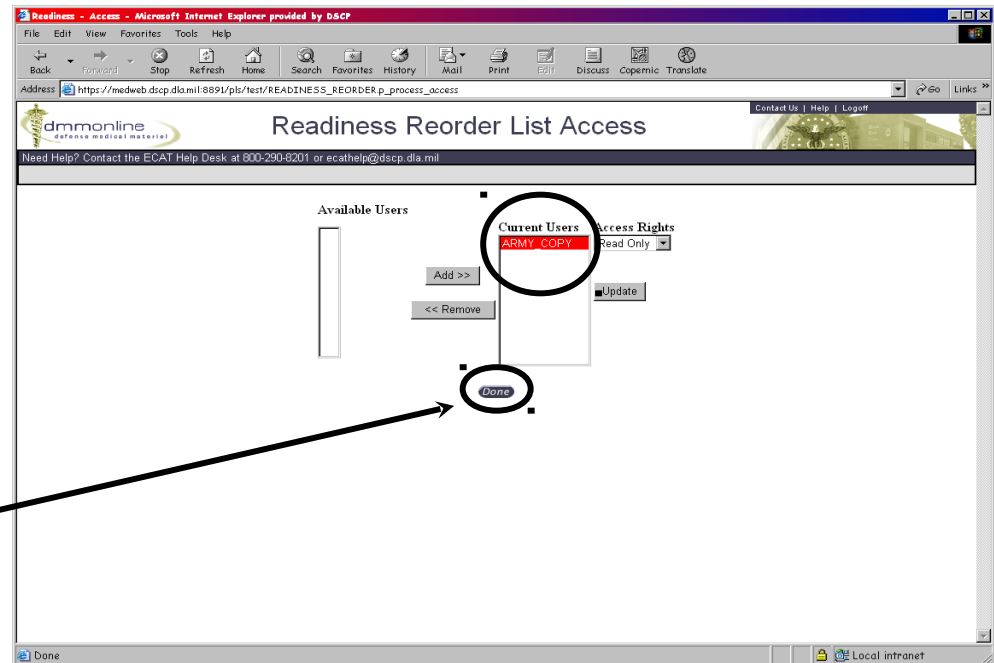
**Access**

After you grant users access to your lists, you must set the users' access rights by selecting from the **Access Rights** listbox. You can grant **Read Only** privileges or **Read/Write** privileges. Read Only means that the user granted these privileges can only read what is in the Reorder List and perform no other action. Read/Write means that the user granted these privileges can add or delete products from the list or delete the list itself.

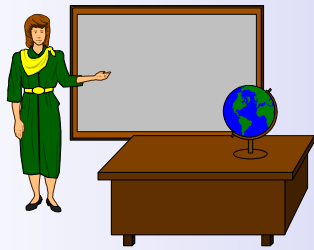
The creator of the Reorder List is automatically considered the Owner of the list. This entitles the creator to Owner status, meaning that only this person will control who can be granted access to the Reorder List.

Click the **Done** button to apply your changes when you are finished.

**Done** button







# Lesson 3 - Managing the Reorder List

## 3.6 Reorder List in

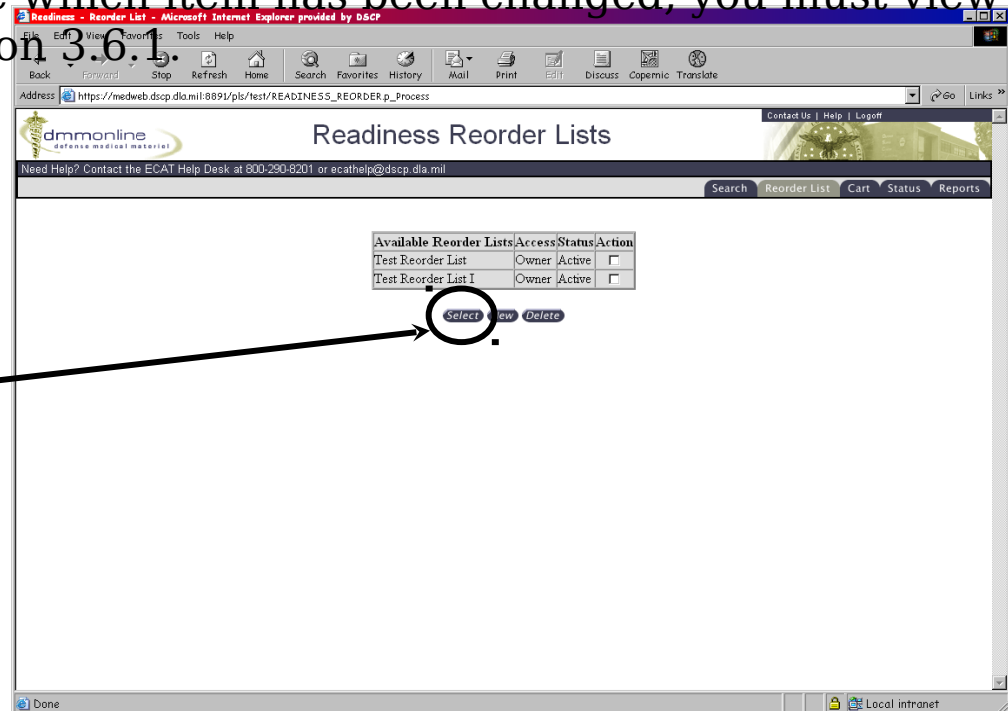
**Review**  
One of the columns on the page is **Status**. Normally a Reorder List is “**Available**”, which means that there has been no change made to any of the items in the list. However, sometimes the status of a Reorder List will be “**In Review**”, which means an item may have been deleted, deactivated or one or more details may have changed (i.e. price change). In order to see which item has been changed, you must view the Reorder List, as discussed in section 3.6.1.

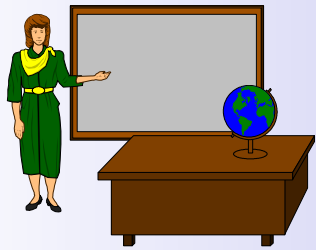
To view a Reorder List “In Review”:

➤ Check the Action box next to the list you wish to view and then click the **Select** button.

**Select**  
Button

**Note:** Only the owner of a Reorder List has access when a list is “In Review”.





# Lesson 3 - Managing the Reorder List

## 3.6 Approve the Deletion of an Item in Your Reorder List

To approve the deletion of an item in your Reorder List, click the **Action** box next to the product, highlighted in red, that has been deleted and click the **Approve** button.

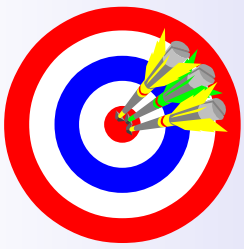
To approve multiple deletions of items in your **Reorder List** simultaneously, click the **Action** box for each item and click the **Approve** button.

**Action box**

**New List, Delete and Approve buttons**

Quantity	NSN	Product Name	Owner	Time Period	AAC	Status	Action
0	6515003033100	APPLICATOR EAR STRAIGHT 6" LG OLIVARY HDL TWISTED TIP .045" DIA	DSCP	Day11+	L	Available	<input type="checkbox"/>
0	6515003640520	SCISSORS GEN SURG MAYO CRVD BLADE 6.50-7" LG BLADE POINTS BLUNT	DSCP	Day11+	L	Available	<input type="checkbox"/>
0	6515008237841	N/A	DSCP	Day11+	L	Available	<input type="checkbox"/>
0	6515012454376	N/A	DSCP	Day11+	L	Deleted	<input type="checkbox"/>
0	6515012708815	N/A	DSCP	Day11+	L	Available	<input type="checkbox"/>

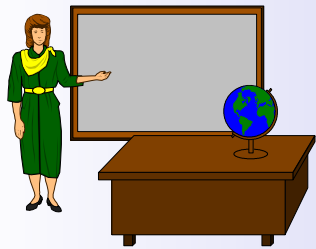
New List Delete Approve



## Lesson 4 - Managing the Cart Objectives

**At the conclusion of this lesson, you will be able to:**

- State the primary function of the Cart.
- Add products to the Cart
- Remove items from the Cart
- Manage products in the Cart.
- Build and submit an order.



# Lesson 4 -Managing the Cart

## 4.1 What is the Readiness Shopping Cart?

The **Readiness Shopping Cart** in ECAT is the place where you put all the items you intend to purchase. To access the Cart, click the **Cart** tab located at the top of any page.

**Readiness Shopping Cart**

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dia.mil

Search Reorder List **Cart** Status Reports

Shopping Cart  
Select Order  
DSCP/Day0-10

Selection	Quantity	NSN	Product Name
<input type="checkbox"/>	0	6640006180066	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ
<input type="checkbox"/>	0	6640010839819	PIPET NONVOLUMETRIC PLAST POLYETH 6IN LG ONE PIECE CONSTRUC 500S

Remove All Remove  
Save Purchase

Legend **Error**

**Readiness Product Search**

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dia.mil

Search Reorder List Cart Status Reports

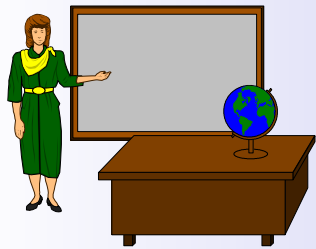
NSN: 6640006180066 Owner: DSCP

Execute Search

NSN	Product Name	Owner	Time Period	Unit Of Issue	Unit Pkg Qty	Action
6640006180066	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ	DSCP	Day0-10	Package	1	<input type="checkbox"/>
6640010839819	PIPET NONVOLUMETRIC PLAST POLYETH 6IN LG ONE PIECE CONSTRUC 500S	DSCP	Day0-10	Package	1	<input type="checkbox"/>

Select All Remove Add to Reorder List Add to Cart

= Contained in Current Reorder List



# Lesson 4 -Managing the Cart

AACD Items listed in your Readiness Shopping Cart will be highlighted in yellow. The message box that will appear will alert the user that Depot items, highlighted in yellow, are the preferred items of choice. If you would like to purchase the preferred item, you must purchase it through the Depot.

Readiness Shopping Cart - Microsoft Internet Explorer provided by DSCP

Address: https://imedwebtest.dscp.dla.mil/pls/test/r\_cart.p\_show\_nonempty\_cart?anOrderId=39712&avUserDodaac=0&avErrorMessage=0&avPurchase=0&avErrorNm=

dmmonline defense medical materiel

## Readiness Shopping Cart

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status Comments Ship To Requisition

**Shopping Cart**  
Select Order  
DSCP/Day11+

Selection	Quantity	NSN	Product Name	AAC
<input type="checkbox"/>	0	6515000431739	BLADE SURG KNIFE DETACHABLE NO.10 SMALL TANG U/W 3 7 9 HDL 150S	L
<input type="checkbox"/>	2052	6520001817732	CEMENT ZINC OXIDE & EUGENOL DEN IVORY IRM 7-9MIN SETTING TIME	Y
<input checked="" type="checkbox"/>	5	6520002037235	PLASTER DENTAL MODEL 8-12 MINUTES SET TIME 1250 PSI WHITE 35LB	D
<input type="checkbox"/>	7	6520005013530	TIP DENTAL SUCTION APPARATUS COUPLAND NO 4	L
<input type="checkbox"/>	3	6520005260131	CHUCK GRINDING & POLISHING MACHINE DENTAL LABORATORY LEFT-HAND	L

Remove All Remove  
Save Purchase

Legend: Error AAC D

Microsoft Internet Explorer

! Your cart includes items that are available through depot stock. These items are highlighted in yellow. The depot stocked item is the preferred item of choice. If you purchase the item through ECAT you will receive the commercial equivalent. If you require the preferred item remove the item from your cart.

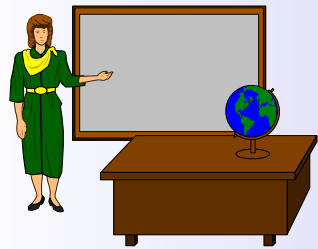
OK

Message Box

Microsoft Internet Explorer

! Your cart includes items that are available through depot stock. These items are highlighted in yellow. The depot stocked item is the preferred item of choice. If you purchase the item through ECAT you will receive the commercial equivalent. If you require the preferred item remove the item from your Cart and order it through the depot.

OK



# Lesson 4 -Managing the Cart

## 4.2 Add Products to the

### Cart

An item can be added to your Cart directly from the **Product Search** or **Reorder List** screen. Click the **Action** box next to the item to select it, then click the **Add to Cart** button. You can individually select multiple items or select all items by clicking on the **Select All** button. When you have finished adding products to the **Cart**, click the **Cart** tab.

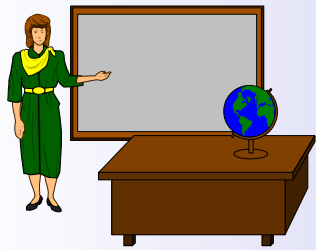
NSN	Product Name	Owner	Time Period	Unit Of Issue	Unit Pkg Qty	Action
6640010839819	PIPET NONVOLUMETRIC PLAST POLYETH 6IN LG ONE PIECE CONSTRUC 500S	DSCP	Day0-10	Package	1	<input type="checkbox"/>
6640006180066	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ	DSCP	Day0-10	Package	1	<input type="checkbox"/>

☐ = Contained in Current Reorder List

Action checkbox

Add to Cart button

Select All button



# Lesson 4 -Managing the Cart

To add products to the Cart directly from the Reorder List, first create and save a Reorder List as described in Lesson 3. Or, if you already have a Reorder Lists selected, click on the Action box for those items you wish to add to the Cart and click on the **Add to Cart** button. Click **Select All** if you want every item in your Reorder List to be placed in your Cart.

Readiness - Reorder List - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil/8891/pls/test/readiness\_reorder\_p\_show\_all\_reorderlist

dmmonline defense medical material

Readiness Reorder List

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Reorder List Name: Test Reorder List

Quantity	NSN	Product Name	Owner	Time Period	Action
10	6505013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE	DSCP	Day0-10	<input checked="" type="checkbox"/>
0	6640006180060	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ	DSCP	Day0-10	<input type="checkbox"/>

Reorder List Description: Contains Test Items

New List Select All Access Delete Add to Cart Save

☐ = Contained in Cart

Select All button

Add to Cart button

Note that once an item has been added to the cart, the line containing information on that item will be shaded blue.

Readiness - Reorder List - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil/8891/pls/test/READINESS\_REORDER\_p\_Process

dmmonline defense medical material

Readiness Reorder List

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

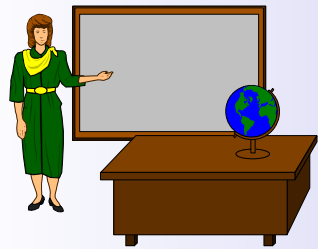
Reorder List Name: Test Reorder List

Quantity	NSN	Product Name	Owner	Time Period	Action
10	6505013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE	DSCP	Day0-10	<input type="checkbox"/>
0	6640006180060	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ	DSCP	Day0-10	<input type="checkbox"/>

Reorder List Description: Contains Test Items

New List Select All Access Delete Add to Cart Save

☐ = Contained in Cart



# Lesson 4 -Managing the Cart

Clicking the **Cart** tab at the top of the page brings you to the **Readiness Shopping Cart** page. Notice that the products you selected on the Product Listing page are now in your Shopping Cart.

Readiness Shopping Cart - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address [tp\\_show\\_nonempty\\_cart?anOrderId=39519&avUserDodaac=&avErrorMessage=&avPurchase=](http://tp_show_nonempty_cart?anOrderId=39519&avUserDodaac=&avErrorMessage=&avPurchase=) Go Links Customize Links Free Hotmail Windows

Contact Us | Help | Logoff

**dmmonline**  
defense medical material

## Readiness Shopping Cart

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dia.mil](mailto:ecathelp@dscp.dia.mil)

Search Reorder List **Cart** Status Reports

Comments Ship To Requisition

Shopping Cart

Select Order:

DSCP/Day0-10

Selection	Quantity	NSN	Product Name
<input type="checkbox"/>	10	6505013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE
<input type="checkbox"/>	0	6640010839819	PIPET NONVOLUMETRIC PLAST POLYETH 6IN LG ONE PIECE CONSTRUC 500S

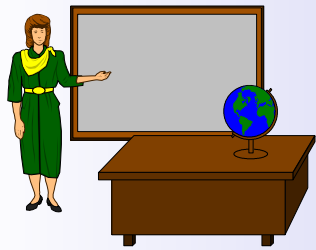
RemoveAll Remove

Save Purchase

Legend: **Error**

Local intranet





# Lesson 4 -Managing the Cart

## 4.2.1 Enter Quantities in the Readiness Shopping Cart

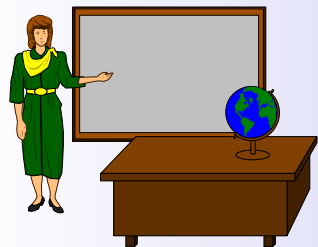
When you first put your items in the Readiness Shopping Cart, you will notice that the boxes in the **Quantity** column containing a quantity of zero are outlined in red. Enter the desired quantity for those items you wish to purchase. Click the **Purchase** button to make the purchase. You can click the **Save** button to save all the items currently in your Cart. This action enables you to keep selected items in your Cart even when exiting and re-entering the ECAT application.

**Quantity Box**

**Save and Purchase buttons**

Select	Quantity	MSN	Product Name
<input type="checkbox"/>	10	6305013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE
<input type="checkbox"/>	0	6540010839819	PIPET NONVOLUMETRIC PLAST POLYETH 6IN LG ONE PIECE CONSTRUC 500S

Legend: **Error**

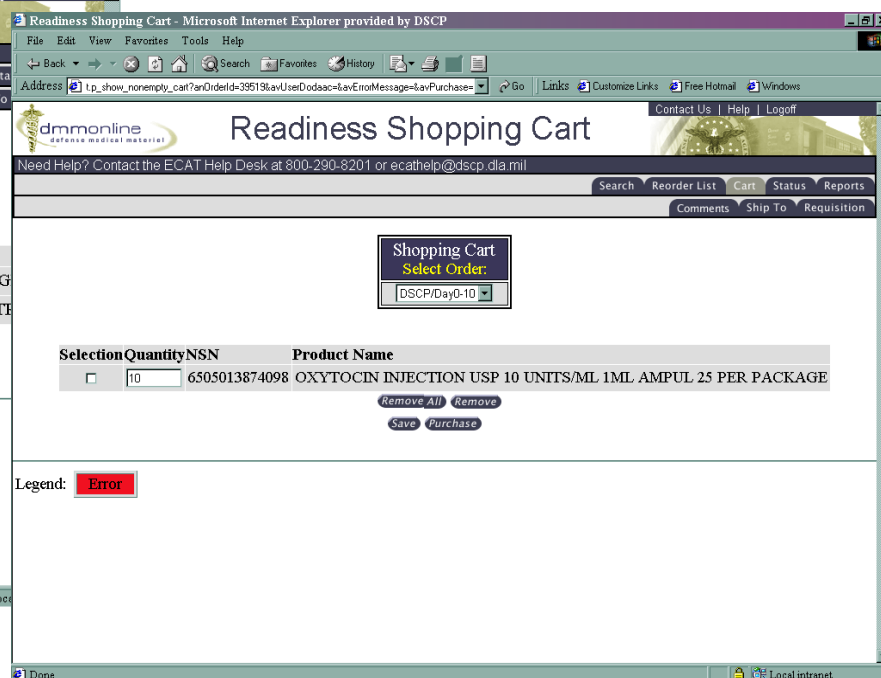
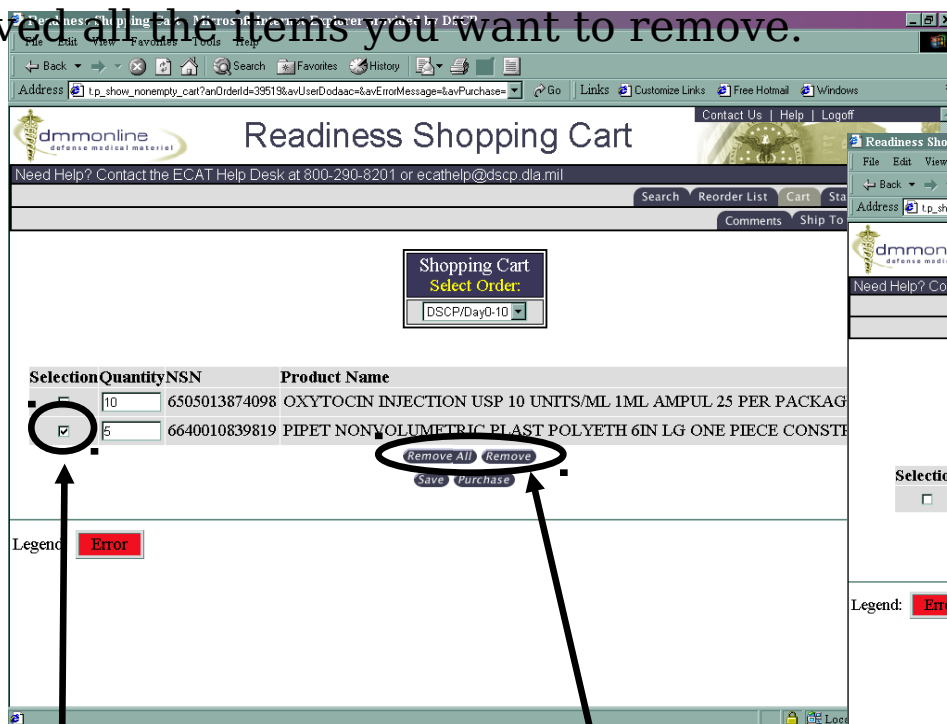


# Lesson 4 -Managing the Cart

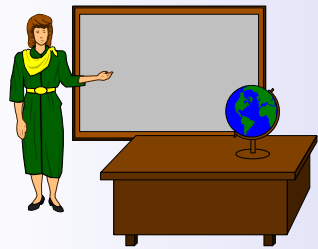
## 4.3 Remove products from the

### Cart

If you decide that you no longer want a product in your Cart, you can remove it by selecting the Action checkbox next to the product you want to remove and clicking the **Remove** button at the bottom of the page. You can also remove all products in the Cart by clicking the **Remove All** button. Click the **Save** button when you have removed all the items you want to remove.



Action box Remove and Remove All buttons



# Lesson 4 -Managing the Cart

## 4.4 Use the Tabs in the Cart

There are several tabs located on the **Shopping Cart** page. These tabs will be discussed in the upcoming sections.

- **Comments** Tab
- **Ship To** Tab
- **Requisition** Tab

Readiness Shopping Cart - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address t.p\_show\_nonempty\_cart?anOrderId=39519%avUserDodaac=&avErrorMessage=&avPurchase= Go Links Customize Links Free Hotmail Windows

Contact Us | Help | Logoff

dmmonline defense medical material

## Readiness Shopping Cart

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status Reports

Comments Ship To Requisition

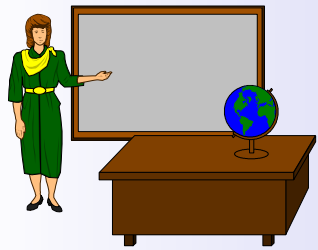
**Shopping Cart**  
**Select Order:**  
DSCP/Day0-10

Selection	Quantity	NSN	Product Name
<input type="checkbox"/>	10	6505013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE

Remove All Remove

Save Purchase

Legend: **Error**



# Lesson 4 -Managing the Cart

## 4.4.1 Comments

Clicking the **Comments** tab brings up the **Order Comments** page, which allows you to enter comments about an order on an Order level or an item level. After entering your comment, click the **Save** button.

Order-level comments

https://medweb.dscp.dla.mil:8891/pls/test/R\_PREVIEW.p\_generate\_preview - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address https://medweb.dscp.dla.mil:8891/pls/test/R\_PREVIEW.p\_generate\_preview Go Links Customize Links Free Hotmail Windows

Contact Us Help Logoff

dmmonline defense medical material

Order Comments

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status Reports

Comments Ship To Requisition

Order ID: 39519

Comment: Order-Level comments here

<b>Creation Date:</b> 08/05/2002 <b>Order Status:</b> In Cart <b>Method of Payment:</b> NONE <b>Originating User:</b> ARMY <b>Phone Number:</b> (555) 999-9999	<b>Ship To DODAAC:</b> W23MWR <b>Ship DODAAC:</b> PR USAMMA BLDG 1423 FORT DETRICK FREDERICK, MD 217015000	<b>Routing Identifier Code:</b> S9M <b>Media Status:</b> S <b>Distribution Code:</b> <b>Fund Code:</b> 7H <b>Priority:</b> 03 <b>Advice Code:</b> <b>Project Code:</b> <b>Signal Code:</b>
--	---	---

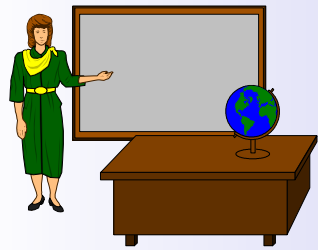
Qty Ordered	Product Name	NSN
10	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE	6505013874098

Comment: Item-Level comments here

Save

Done Local intranet

Item-level comments



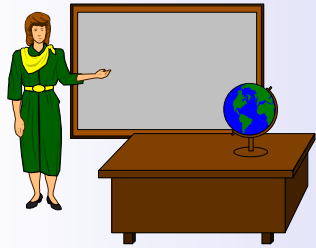
# Lesson 4 -Managing the Cart

## 4.4.2 Ship To

The **Ship To** tab, pictured on the next page, contains your Shipping Address. You can request a **DODAAC** or an **In the Clear** shipping address. You can also choose between the two shipping addresses by clicking on the **Ship To Address** drop-down box.

**DODAAC** addressing is the default shipping address. However, if you want to have products delivered to an alternate address, you can specify an **In the Clear** shipping address. If you make changes to your addressing information using this page, you must click the **Save** button before you leave this tab.

Please see the following page for an example of each of the two **Ship To** views.



# Lesson 4 -Managing the Cart

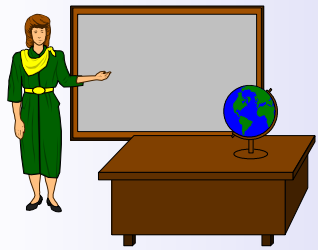
## 4.4.2 Ship To

The left screenshot shows the 'Ship To' form with the 'Ship To Information' dropdown box highlighted. The dropdown menu is open, showing 'DODAAC' as the selected option. Below the dropdown, the address details are displayed: 'Ship to DODAAC: W23MWR', 'PR USAMMA', 'BLDG 1423 FORT DETRICK', and 'FREDERICK, MD 217015000'. A 'Save' button is visible at the bottom.

The right screenshot shows the 'Ship To' form with the 'Ship To Information' dropdown box highlighted. The dropdown menu is open, showing 'In The Clear Address' as the selected option. Below the dropdown, the address details are displayed: 'User Ship to: 700 Robbins Ave', 'Ship to: ABC', 'Address 1: 700 ROBBINS AVE', 'Address 2: BLDG. 6', 'Country/State: United States / Pennsylvania', 'City: PHILADELPHIA', and 'Postal Code: 19111'. A 'Save' button is visible at the bottom.

The **User Ship To** drop-down box allows the user to create a new address, edit the existing address or select a previously saved address.

**Ship To Information** Drop-down Box



# Lesson 4 -Managing the Cart

## 4.4.3 Requisition

The **Requisition** tab displays the Requisition page, which is used to enter the appropriate MILSTRIP information. The information on this form should be pre-filled for you. However, if you need to change your Fund Code or Project Code, that change can be entered here. Click the **Save** button after making any changes.

Save  
button

https://medweb.dscp.dla.mil:8891/pls/test/r\_requisition\_p\_show\_requisition\_form - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address https://medweb.dscp.dla.mil:8891/pls/test/r\_requisition\_p\_show\_requisition\_form Go Links Customize Links Free Hotmail Windows

dmmonline  
DEFENSE MEDICAL MATERIALS

Requisition

Contact Us | Help | Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status Reports

Comments Ship To Requisition

RIC: S9M

Media Status: S

Distribution Code:

Fund Code: 7H

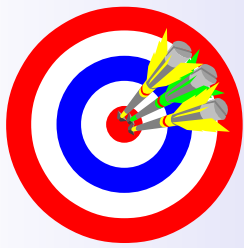
Priority: 03

Advice Code:

Project Code:

Save

https://medweb.dscp.dla.mil:8891/pls/test/readiness\_reorder\_p\_show\_all\_reorderlist Local intranet

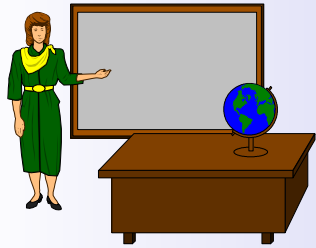


## Lesson 5 - Making the Purchase Objectives

**At the conclusion of this lesson, you will be able to:**

- Make a purchase from the Readiness Shopping Cart
- Choose the proper Shipping Method
- Insert the Bill To DoDAAC
- Follow the status of your order by utilizing the Readiness Authorized, Readiness Status, and Order Summary pages





# Lesson 5 -Making the Purchase

## 5.1 Readiness Shopping Cart

You will make your purchase from the **Readiness Shopping Cart** page.

➤ Enter a quantity in the **Quantity** field

➤ Click the **Purchase** button

If you would like to remove an item from the Cart before making a purchase, click the **Selection** box for that item and click the **Remove** button

Readiness Shopping Cart - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address [http://show\\_nonempty\\_cart?anOrderId=39519&avUserDodaac=&avErrorMessage=&avPurchase=](http://show_nonempty_cart?anOrderId=39519&avUserDodaac=&avErrorMessage=&avPurchase=) Go Links Customize Links Free Hotmail Windows

dmmonline defense medical material Readiness Shopping Cart

Contact Us Help Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil)

Search Reorder List Cart Status Reports

Comments Ship To Requisition

Shopping Cart  
Select Order:  
DSCP/Day0-10

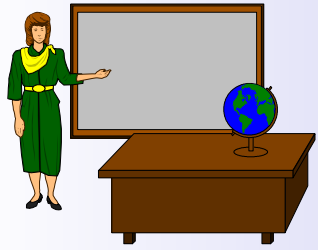
Selection	Quantity	NSN	Product Name
<input type="checkbox"/>	3	6505013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE
<input type="checkbox"/>	3	6640006180066	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ

Remove All Remove

Save Purchase

Legend: Error

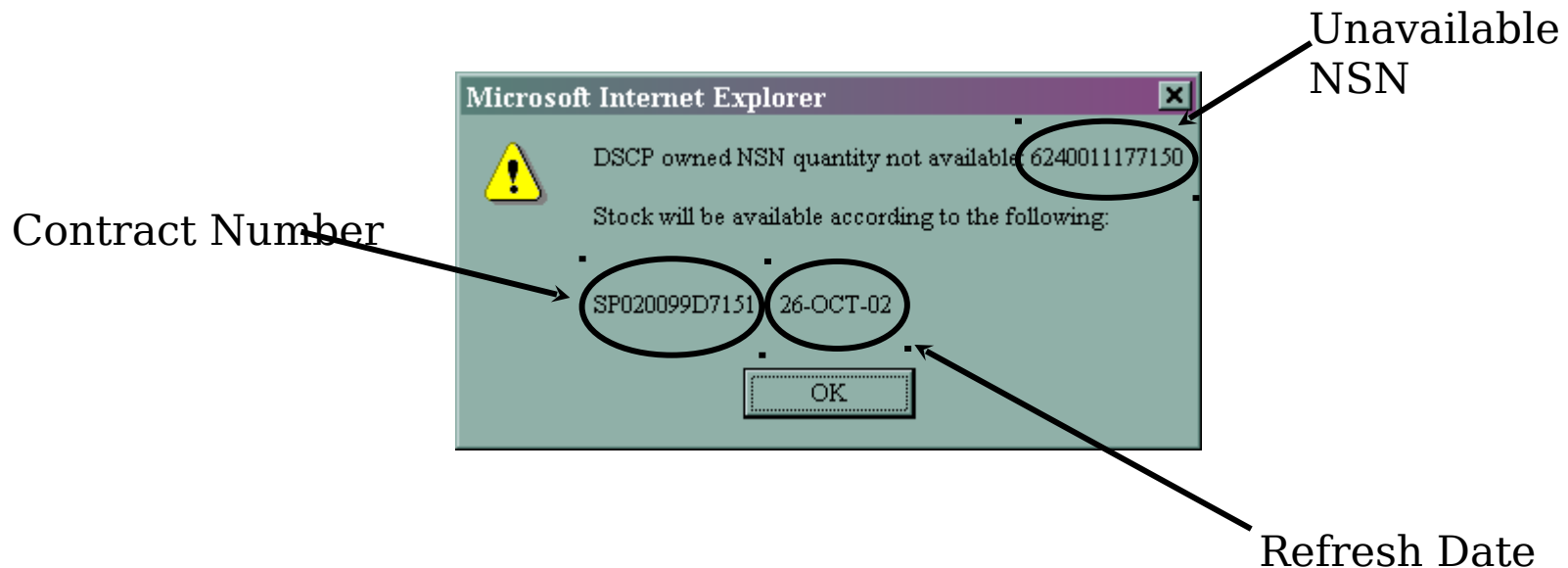
Local intranet

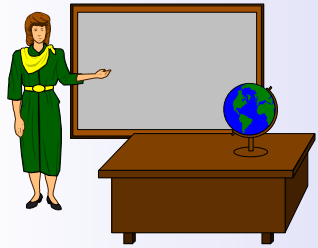


# Lesson 5 -Making the Purchase

## 5.2 Quantity Not Available

If you place an order for an item and that item is unavailable because its stock has been temporarily depleted, a pop-up window will inform you of this fact and give you the date the stock will be refreshed and the item will once again be available.





# Lesson 5 -Making the Purchase

## 5.3 Bill To DoDAAC

After submitting the Shipping Method, you will have to enter a Bill To DoDAAC in the **Bill To DoDAAC** text box. After entering the DoDAAC, click the **Submit** button. This will take you to the **Enter Doc Info** page.

**Bill To  
DoDAAC text  
box**

**Submit  
Button**

https://medweb.dscp.dla.mil:SS91/pls/test/r\_select\_contract.saveShipMethod - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address https://medweb.dscp.dla.mil:SS91/pls/test/r\_select\_contract.saveShipMethod Go Links Customize Links Free Hotmail Windows

dmmonline defense medical material Readiness Select Payment Contact Us Help Logoff

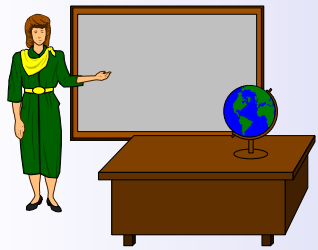
Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Select Payment Method: Manual entry of MILSTRIP information

Please enter the Bill To DoDAAC: W23MWR

Submit Cancel

Local intranet



# Lesson 5 -Making the Purchase

## 5.4 Shipping Method

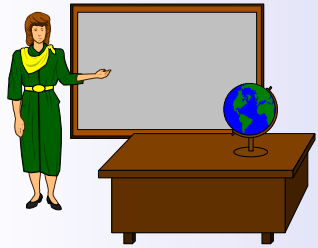
After clicking the Purchase button, the **Readiness Order Shipping** page will open. On this page you have the option of choosing between **Routine**, **Emergency**, and **Priority** shipping methods. You can do this by clicking on the **Shipping Method** drop-down box and making a selection. After making your selection, click **Submit**.

**Shipping Method** Drop-down box

NSN	Contract Number/Modification	Supplier Name	Contract Commodity Type	Shipping Method
651000033558	<a href="#">SP020099D7151/P00011</a>	ALLEGIANCE HEALTHCARE	Medical/Surgical	Routine
6510002035500	<a href="#">SP020099D7151/P00011</a>	ALLEGIANCE HEALTHCARE	Medical/Surgical	Routine Emergency Priority

While on the Order Shipping page, click on the **Contract Number** to open the **Contract Conditions** page.

**Submit** button



# Lesson 5 -Making the Purchase

## 5.5 Document Number

The combination of **DoDAAC**, **Julian Date** and **Serial Number** creates the **Document Number** on the **Enter Doc Info** page. The default DoDAAC will be visible in the **DoDAAC Box**. The Julian Date will be provided, but you have the option of changing it if you want to. The Serial Number can be manually entered or automatically generated. To have the Serial Numbers automatically generated, enter a starting Serial Number in the **Starting Serial #** box and click the **Submit** button.

All other Serial Numbers will be filled in the following page. To enter the Serial Numbers manually, enter the Serial Numbers into the **Serial #** box, leaving the **Starting Serial #** box empty. After filling in the **Serial #** boxes, click the **Submit** button.

**Julian Date and Serial # Boxes**

**Starting Serial # Box**

**Submit Button**

dmrmonline  
reference medical material

Enter Doc Info

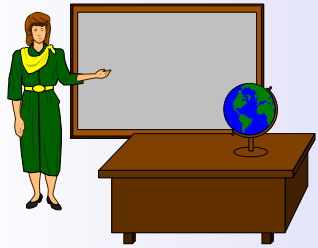
Need Help? Contact the ECAT Help Desk at 800-290-8201 or jcamp@dsdp.dia.mil

Enter Julian Date and Serial Number.

Quantity	NSN	Product Name	Supplier Name	Contract #	Contract Type	Julian Date	Serial #	Extended Price
1	6515008237841	N/A	ALCON LABORATORIES	SP020000D3909	CEC	3162		\$161.49
38	6520001817730	CEMENT ZINC OXIDE & EUGENOL/DEN IVORY IRM 7-9MIN SETTING TIME	BENCO DENTAL	SP020002D3919	CEC	3162		1,184.19
1	6520002037235	PLASTER DENTAL MODEL 8-12 MINUTES SET TIME 1250 PSI WHITE 35LB	BENCO DENTAL	SP020002D3919	CEC	3162		\$37.51
2	6515000431730	BLADE SUB-G 3MM E/D DETACHABLE NO.10 SMALL LANG U/W 3 7 9 HDL 150S	MEDLINE INDUSTRIES	SP020099D3904	CEC	3162		\$38.22
<b>Total</b>								<b>\$1,421.42</b>

Starting Serial #:  DoDAAC: SC0200

Legend: Quantity Changed



# Lesson 5 -Making the Purchase

After hitting the **Submit** button on the **Enter Doc Info** page, you will go to the **Readiness Authorized** page. The example below illustrates the results of creating Document Numbers by having Serial Numbers automatically generated. The Serial Number constitutes the final four characters in the Document Number.

https://medwebtest.dscp.dla.mil/pls/test/r\_payment\_process\_docnum - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://medwebtest.dscp.dla.mil/pls/test/r\_payment\_process\_docnum Go Links

dmmonline defense medical materiel

Readiness Authorized

Contact Us | Help | FAQ | Logout

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Cart Status

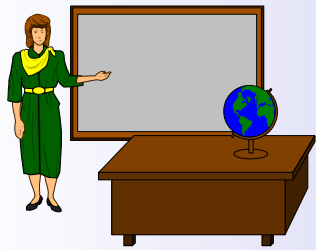
Requisition has been authorized.

Listed below is a summary of order: 39712

Quantity	NSN	Product Name	Supplier Name	Delivery Order #	Contract Type	Document Number	Extended Price
3	6515000431739	BLADE SURG KNIFE DETACHABLE NO.10 SMALL TANG U/W 3 7 9 HDL 150S	BECTON DICKINSON	SP020001D39150025	CEC	SC020030280001	\$91.34
2052	6520001817732	CEMENT ZINC OXIDE & EUGENOL DENT IVORY IRM 7-9MIN SETTING TIME	BencoDental	SP020002D39190001	CEC	SC020030280002	\$63,946.48
3	6520002037235	PLASTER DENTAL MODEL 8-12 MINUTES SET TIME 1250 PSI WHITE 35LB	BencoDental	SP020002D39190002	CEC	SC020030280003	\$112.53
3	6520005013530	TIP DENTAL SUCTION APPARATUS COUPLAND NO 4	DentalHealthProducts	SP020002D39200001	CEC	SC020030280004	\$74.25
4	6520005013530	TIP DENTAL SUCTION APPARATUS COUPLAND NO 4	DentalHealthProducts	SP020002D39200002	CEC	SC020030280005	\$99.00
3	6520005260131	CHUCK GRINDING & POLISHING MACHINE DENTAL LABORATORY LEFT-HAND	DentalHealthProducts	SP020002D39200003	CEC	SC020030280006	\$19.64
Total							\$64,343.23

Done Internet

Document Number



# Lesson 5 -Making the Purchase

- The **'Ship To' DoDAAC** will be the default DoDAAC used to create the Document Number.
- In the event that an **'In the Clear'** address is being used, the **'Bill To' DoDAAC** will be the default used to create the Document Number.
- The user can over-ride the default DoDAAC by entering any valid DoDAAC in the **DoDAAC Box**.

https://medwebtest.dscp.dla.mil/pls/test/r\_payment.p\_process\_other - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://medwebtest.dscp.dla.mil/pls/test/r\_payment.p\_process\_other

SOS | Contact Us | Help | FAQ | Logout

dmmonline defense medical material

Enter Doc Info

Need Help? Contact the ECAT Help Desk at 800-290-6201 or jcamp@dscp.dla.mil

Enter Julian Date and Serial Number.

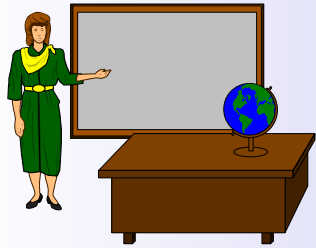
Quantity	NSN	Product Name	Supplier Name	Contract #	Contract Type	Julian Date	Serial #	Extended Price
1	6515008237841	N/A	ALCON LABORATORIES	SP020000D3909	CEC	3162		\$161.49
38	6520001817732	CEMENT ZINC OXIDE & EUGENOL DEN IVORY IRM 7-9MIN SETTING TIME	BENCO DENTAL	SP020002D3919	CEC	3162		\$1,184.19
1	6520002037235	PLASTER DENTAL MODEL 8-12 MINUTES SET TIME 1250 PSI WHITE 35LB	BENCO DENTAL	SP020002D3919	CEC	3162		\$37.51
2	6515000431739	BLADE SURG KNIFE DETACHABLE NO.10 SMALL TANG U/W 3 7 9 HDL 150S	MEDLINE INDUSTRIES	SP020009D3904	CEC	3162		\$38.22
<b>Total</b>								<b>\$1,421.42</b>

Starting Serial #:  DODAAC:

Submit Cancel

Legend: Overly changed

Done Local intranet



# Lesson 5 -Making the Purchase

## 5.6 Readiness Authorized

After the Bill To DoDAAC is submitted, the **Readiness Authorized** page is displayed. This page confirms that you have successfully placed your order. Click the **Search** tab to begin another purchase.

https://medweb.dscp.dla.mil:8891/pls/test/r\_payment.p\_process\_other - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address https://medweb.dscp.dla.mil:8891/pls/test/r\_payment.p\_process\_other Go Links Customize Links Free Hotmail Windows

dmmonline defense medical materiel

### Readiness Authorized

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Contact Us Help Logoff

**Search** Cart Status Reports

Requisition has been authorized.

Listed below is a summary of order **39519**

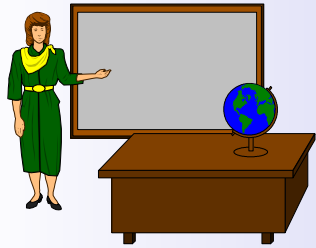
Quantity	NSN	Product Name	Delivery Order #	Contract Type	Document Number	Extended Price
3	6505013874098	OXYTOCIN INJECTION USP 10 UNITS/ML 1ML AMPUL 25 PER PACKAGE	SP020096D70190070	VMI	W23MWR2217Z000	\$31.89
3	6640006180066	COVER GLASS MICROSCOPE SLIDE 22 MM SQUARE 1 OZ	SP020099D71510039	VMI	W23MWR2217Z001	\$8.90
<b>Total</b>						<b>\$40.79</b>

Done Local intranet

**Search tab**

**Order Number**





# Lesson 5 -Making the Purchase

## 5.7 Readiness Status


Use the Order Number to track your order on the **Readiness Status** page. You can click directly on the Order Number to get more information on the order from the **Order Summary** page.

# Summary page.

File Edit View Favorites Tools Help provided by DSCP

Go Back → → → → → Search → Favorites → Media → → → → →


Address [https://madwebtest.dscp.dia.mil/test/test\\_status.p\\_generate](https://madwebtest.dscp.dia.mil/test/test_status.p_generate) Go Links



dmmonline  
DEFENSE MESSAGE CENTER


















## Readiness Status


Contact Us | Help | Login



Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dia.mil

Search Case

Action	Order ID	Originating User ID	Date Submitted	Status	Total
	<a href="#">39712</a>	NAVY	28-JAN-03	Requisition authorized	\$64,343.23
	<a href="#">39707</a>	NAVY	20-JAN-03	Vendor approved requisition	\$85,800.00
	<a href="#">39706</a>	NAVY	20-JAN-03	Requisition files sent	\$5.29
	<a href="#">39705</a>	NAVY	17-JAN-03	Requisition authorized	\$192.50
	<a href="#">39702</a>	NAVY	15-JAN-03	Requisition authorized	\$31.52
	<a href="#">39701</a>	NAVY	15-JAN-03	Requisition authorized	\$63.05
	<a href="#">39700</a>	NAVY	15-JAN-03	Requisition authorized	\$142.15
	<a href="#">39699</a>	NAVY	15-JAN-03	Requisition authorized	\$913.18
	<a href="#">39698</a>	NAVY	15-JAN-03	Requisition authorized	\$28,139.85
	<a href="#">39696</a>	NAVY	15-JAN-03	Requisition authorized	\$6,953.34
	<a href="#">39688</a>	NAVY	15-JAN-03	Requisition authorized	\$27.45
	<a href="#">39687</a>	NAVY	15-JAN-03	Requisition authorized	\$263.34
	<a href="#">39686</a>	NAVY	15-JAN-03	Requisition authorized	\$155.55
	<a href="#">39685</a>	NAVY	15-JAN-03	Requisition authorized	\$77.78
	<a href="#">39684</a>	NAVY	14-JAN-03	Requisition authorized	\$8,648.58
	<a href="#">39683</a>	NAVY	14-JAN-03	Requisition authorized	\$927.45
	<a href="#">39682</a>	NAVY	14-JAN-03	Requisition authorized	\$77.29



Legend: Awaiting Authorization New Status

Done

Order Number  
39712

Order Summary

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dia.mil

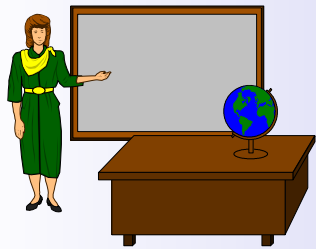
Order ID: 39712  
Comment:

<b>Creation Date:</b> 01/27/2003 <b>Order Status:</b> Requisition authorized <b>Order Authorization Date:</b> 01/28/2003 <b>Originating User:</b> NAVY <b>Originating User Phone:</b>	<b>Ship To DODAAC:</b> SC0200 <b>Ship DODAAC:</b> DEFENSE SUPPLY CENTER PHILADELPHIA DIRECTORATE OF MEDICAL MATERIEL 700 ROBBINS AVENUE PHILADELPHIA, PA 191115096	<b>Routing Identifier Code:</b> S9M <b>Media Status:</b> S <b>Distribution Code:</b> <b>Fund Code:</b> 7H <b>Priority:</b> 03 <b>Advice Code:</b> <b>Project Code:</b> <b>Signal Code:</b> B
---	--	---

Quantity	NSN	UI	Part Number	UOS	Status	Supplier Name	Delivery Order #	Document Number	Unit Price	Extended Price
3	651500431739	PG	271210	ca	Requisition authorized	BECTON DICKINSON	SP020001D39150025	SC020030280001	\$30.45	\$91.34
<b>Item Desc:</b> BLADE SURO KNIFE DETACHABLE NO.10 SMALL TANG U/W 3 7 9 HDL 150S <b>Item Desc:</b> STER S/S BLADE #10 CTN1 <b>Plg Desc:</b> <b>Comment:</b>										
2052	6520001817723	PG	1006437	EX	Requisition authorized	BencoDental	SP020002D39190001	SC020030280002	\$31.16	\$63,946.48
<b>Item Desc:</b> CEMENT ZINC OXIDE & EUGENOL DENT IVORY IRM 7-9MIN SETTING TIME <b>Item Desc:</b> IBM COMB P&L IVORY <b>Plg Desc:</b> <b>Comment:</b>										
01/28/2003 (from ECAT): Order quantity changed from 54 to 2052.										
3	6520002037235	CN	1413-043	LB	Requisition authorized	BencoDental	SP020002D39190002	SC020030280003	\$37.51	\$112.53
<b>Item Desc:</b> PLASTER DENTAL MODEL 8-12 MINUTES SET TIME 1250 PSI WHITE 33LB <b>Item Desc:</b> MODEL PLASTER 70# DRUM (BENCO)										

Done

While in the **Readiness Status** page, you can delete an item by clicking the appropriate **Action** box and clicking **Remove**.



# Lesson 5 -Making the Purchase

Once on the **Order Summary** page, you will see that both NSN and Commercial Product information are being displayed. **Nomen** is the NSN description and **Item Desc** is the Commercial

https://medwebtest.dscp.dla.mil/pls/test/r\_summary\_p\_show\_summary?anOrderId=39712 - Microsoft Internet Explorer provided by DSC

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Copy Paste Address https://medwebtest.dscp.dla.mil/pls/test/r\_summary\_p\_show\_summary?anOrderId=39712 Go Links

**dmmonline**  
defense medical materiel

**Order Summary**

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status

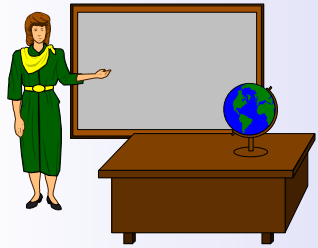
Order ID: 39712  
Comment:

<b>Creation Date:</b> 01/27/2003 <b>Order Status:</b> Requisition authorized <b>Order Authorization Date:</b> 01/28/2003 <b>Originating User:</b> NAVY <b>Originating User Phone:</b>	<b>Ship To DODAAC:</b> SC0200 <b>Ship DODAAC:</b> DEFENSE SUPPLY CENTER PHILADELPHIA DIRECTORATE OF MEDICAL MATERIEL 700 ROBBINS AVENUE PHILADELPHIA, PA 191115096	<b>Routing Identifier Code:</b> S9M <b>Media Status:</b> S <b>Distribution Code:</b> <b>Fund Code:</b> 7H <b>Priority:</b> 03 <b>Advice Code:</b> <b>Project Code:</b> <b>Signal Code:</b> E
---	--	---

Quantity	NSN	UI	Part Number	UOS	Status	Supplier Name	Delivery Order #	Document Number	Unit Price	Extended Price
3	6515000431739	PG	371210	ea	Requisition authorized	BECTON DICKINSON	SP020001D39150025	SC020030280001	\$30.45	\$91.34
<b>Nomen:</b> BLADE SURG KNIFE DETACHABLE NO.10 SMALL TANG U/W 3 7 9 HDL 150S <b>Item Desc:</b> STER S/S BLADE #10 CTN1										
<b>Comment:</b> 2052 6520001817732 PG 1006-537 BX Requisition authorized BencoDental SP020002D39190001 SC020030280002 \$31.16 \$63,946.48 <b>Nomen:</b> CEMENT ZINC OXIDE & EUGENOL DEN IVORY IRM 7.9MIN SETTING TIME <b>Item Desc:</b> IRM COMB P&L IVORY <b>Pkg Desc:</b>										
<b>Comment:</b> 01/28/2003 (from ECAT): Order quantity changed from 54 to 2052.										
3	6520002037235	CN	1413-043	LB	Requisition authorized	BencoDental	SP020002D39190002	SC020030280003	\$37.51	\$112.53
<b>Nomen:</b> PLASTER DENTAL MODEL 8-12 MINUTES SET TIME 1250 PSI WHITE 35LB <b>Item Desc:</b> MODEL PLASTER 70# DRUM (BENCO)										

Done Internet

**Nomen and Item Desc**



# Lesson 5 -Making the Purchase

Notice that there is an entry in the **Comment** section for **NSN 650001817732**. The system can convert NSN **Unit of Measure** to comply with the Commercial Product **Unit of Sale**. This may cause a requested quantity to be increased or decreased to provide the correct quantity of commercial product. If the system performs Unit of Measure conversion, a comment similar to that displayed below will be generated. Also, a **Comment Icon** will appear next to the Order ID on the Readiness Status page

Order ID: 39712

Comment:

Creation Date: 01/27/2003  
Order Status: Requestion authorized  
Order Authorization Date: 01/28/2003  
Originating User: NAVY  
Originating User Phone:

Ship To DODAAC: SC0200  
Ship DODAAC: DEFENSE SUPPLY CENTER PHILADELPHIA  
DIRECTORATE OF MEDICAL MATERIEL  
700 ROBBINS AVENUE  
PHILADELPHIA, PA 191115096

Routing Identifier Code: S9M  
Media Status: S  
Distribution Code: 7H  
Fund Code: 03  
Priority: 03  
Advice Code:  
Project Code:  
Signal Code: B

Quantity	NSN	UI	Part Number	UOS	Status	Supplier Name	Delivery Order #	Document Number	Unit Price	Extended Price
3	651000431739	PG	371210	ca	Requestion authorized	EBCTON DICKINSON	SP020001D39150023	SC02003028001	\$30.45	\$91.34
Nomen: BLADE SURO KNIFE DETACHABLE NO 10 SMALL TANQ U/W 3 7 9 HDL 130S										
Item Desc: STER S/S BLADE #10 CTN1										
Pkg Desc:										
Comment:										
2032	6520001817732	PG	1006-537	EX	Requestion authorized	BencoDental	SP020002D39190001	SC02003028002	\$31.16	\$63,946.48
Nomen: CEMENT ZINC OXIDE & EUGENOL DEN IVORY IRM 7-9MIN SETTING TIME										
Item Desc: IRM COMB P&L IVORY										
Pkg Desc:										
Comment:										
01/28/2003 (from ECAT): Order quantity changed from 54 to 2032										
3	6520001817732	PG	1006-537	EX	Requestion authorized	BencoDental	SP020002D39190002	SC02003028003	\$37.51	\$112.53
Nomen: PLASTER DENTAL MODEL 8-10 MINUTES SET TIME 1230 F81 WHITE 35LB										
Item Desc: MODEL PLASTER 70W DRUM (BEN										

**Nomen and Item Desc**

Readiness Status

Order ID	Originating User ID	Date Submitted	Status	Total
39712	NAVY	28-JAN-03	Requestion authorized	\$64,343.23
39706	NAVY	20-JAN-03	Requestion authorized	\$5.29
39705	NAVY	17-JAN-03	Requestion authorized	\$192.50
39702	NAVY	15-JAN-03	Requestion authorized	\$31.52
39701	NAVY	15-JAN-03	Requestion authorized	\$63.05
39700	NAVY	15-JAN-03	Requestion authorized	\$142.15
39699	NAVY	15-JAN-03	Requestion authorized	\$913.18
39698	NAVY	15-JAN-03	Requestion authorized	\$28,139.85
39692	NAVY	15-JAN-03	Requestion authorized	\$6,953.34
39688	NAVY	15-JAN-03	Requestion authorized	\$27.45
39687	NAVY	15-JAN-03	Requestion authorized	\$263.34
39686	NAVY	15-JAN-03	Requestion authorized	\$155.55
39685	NAVY	15-JAN-03	Requestion authorized	\$77.78
39684	NAVY	14-JAN-03	Requestion authorized	\$8,648.58
39683	NAVY	14-JAN-03	Requestion authorized	\$927.45
39682	NAVY	14-JAN-03	Requestion authorized	\$77.29